



Since 1977 we have been a leading international reinsurer that combines global reach with local decision making to deliver first class solutions. Our customer and broker relationships are based on years of trust and experience. We have a flat organization structure that combines a strongly rated balance sheet with a willingness and ability to pay claims consistently. We operate through a network of 23 offices globally and proudly take a hands-on approach to write every product in every jurisdiction with a promise not to compete with our clients.

Our Vision Is to be the first-choice provider of reinsurance to our clients worldwide. We strive to create unmatched value for our customers, colleagues, business partners, and shareholders as we contribute to the growth of sustainable, prosperous communities. We achieve this through our Core Values:

*Experience
Expertise
Accessibility
Strength
Integrity*

*The foundation of our trust-based relationships
The basis of our timely, value added insight and support for our customers
All lines of business, all over the world
An ability and willingness to pay claims
We do not compete with our customers*

We have the following job opportunity available in our **New York City** office:

Senior Technical Assistant

Description

Sr. Technical Assistant will report to the Sr. Underwriter Research Analyst and will perform the following tasks:

- Responsible for learning all TransRe proprietary systems to process new and renewal business.
- Responsible for clearing, inputting, activating and archiving programs.
- Coordinate deal flow with Global Catastrophe Modeling, Actuarial, Underwriting Services and Accounting departments.
- Complete special projects as directed by manager.

Requirements

- Bachelor's Degree
- 5 – 7 years' experience in insurance/reinsurance industry.
- Strong written and verbal communication skills required.
- Candidate must be organized, detail oriented and accustomed to working in a high volume, time sensitive environment.
- Proficient in Microsoft Excel and Power Point.

For immediate and confidential consideration, please email your resume to careers@transre.com.
We are an Equal Opportunity Employer (EOE) and we support diversity in the workforce.

